BLACKHAWK CHURCH

| | |
|---|---|
| **Title:** | **Madison Missions Administrative Coordinator** |
| Reports to: | Associate Director of Middle School Ministry |
| Status: | Full-Time (40 hours per week), Seasonal, Non-exempt |
| Duration: | May 11-August 5, 2027 |
| Value to the Team: | You provide administrative support and program leadership to Madison Missions. |

**Responsibilities**

- **Administrative & Logistical Support**
  - Support Madison Missions, leveraging the involvement of volunteers where possible and practical:
    - Arrange transportation (rentals, parent vehicles, etc.).
    - Purchase food and supplies.
    - Complete tasks related to volunteer onboarding (background checks, driving checks, etc.).
    - Oversee the student check-in process.
    - Keep activities on schedule; troubleshoot when needed.
    - Assist with preparation and organization of materials, supplies, schedules, and other resources.
  - Maintain organized records and information related to volunteers, transportation, supplies, and other administrative needs.
  - Communicate regularly with volunteers and parents.

- **Program Leadership**
  - Participate in weekly Madison Missions team meetings and contribute to planning and problem-solving.
  - Collaborate with the Director of Madison Missions to:
    - Lead, equip, and delegate to Madison Missions interns.
    - Recruit volunteers (meet with new leaders as needed). Coach interns to help with recruiting.
    - Regularly check in with leaders throughout Madison Missions.
  - Lead volunteer/leader training.
  - Be on call for all weeks of Madison Missions (June 13-17, June 27-July 1, July 11-15, July 25-29).

**Qualifications and Skills**

Stable, mature, growing disciple of Jesus Christ, committed to the values of Blackhawk Church
Demonstrated ability in organization, managing projects, and meeting deadlines
Excellent verbal and written communication skills
Strong computer skills and proficiency in Microsoft 365
Exercises mature and independent judgment, confidentiality and tact

**About Working at Blackhawk**

*At Blackhawk Church, we want to build a loving community that follows Christ in order to reach a community that is lost without Him.* On Blackhawk staff, we consider it an honor and privilege to take part in this mission.

*Our staffing philosophy is simple: connect people to roles they'll thrive in.* Our hope is to – as much as is feasible – ensure people's skill, experience and passion align with their role so that they're not just *doing* the job but *thriving* in it. Our staff culture values collaboration, coaching/development, humble service and

healthy relationships. Our team works really hard, and we have fun doing it. Lastly, we aim to provide a competitive benefit package, and we offer flexibility in schedule when possible and practical.

*We are an Equal Opportunity employer committed to growing a diverse staff.* We don't just accept ethnic and cultural difference – we celebrate it, we support it and we believe it's what God envisions.

**To apply, visit blackhawk.church/jobs.**